



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	9-21-2009
Subchapter:	1	Forms	
Issuance:	21.16	CP&P Form 21-16, Notice of Voluntary Revocation of Emergency Removal Without a Court Order	

Click [here](#) to view or print the CP&P Form [21-16](#), Notice of Voluntary Revocation of Emergency Removal Without a Court Order.

WHEN TO USE IT

This form is used to provide notice to the parent(s), legal guardian(s), or caregiver(s) when CP&P decides to return a child home within two court days of initiating an emergency removal. The form is used if a child was removed by CP&P, the police, or a probation officer and CP&P decides to return the child home.

The form also informs the parent(s), legal guardian(s) or caregiver(s) that court is canceled, unless the parent(s), legal guardian(s), or caregiver(s) makes an application to the court, or if the Division deems it necessary to present the case in court for precautionary measures.

A formal conference via telephone or in person must be held with the Deputy Attorney General, Casework Supervisor, Supervisor, and the CP&P Worker, to confirm all decision making as it pertains to returning the child to their parent(s), legal guardian(s), or caregiver(s). The conference must be documented in New Jersey SPIRIT.

HOW TO USE IT

The form is available for use in two different ways:

- View or print a blank version of the CP&P Form 21-16 through the on-line Forms Manual. The form must be completed by hand.
- Use the self-carbonized version, which can be ordered from the Forms Unit.

TIPS FOR COMPLETING THE FORM

The following are tips for completing the CP&P Form 21-16:

- The form is completed by the CP&P Worker in consultation with the Deputy Attorney General, Casework Supervisor, and Supervisor.
- The CP&P Worker enters the necessary information in the blank spaces on the form.
- The CP&P Worker and Supervisor print and sign their names, and provide the date the form is completed.
- The Casework Supervisor signs his or her name and provides the date the form is completed as an administrative action for final approval of the form.
- The parent(s), legal guardian(s), or caregiver(s) signs the form, to confirm receipt.
- The CP&P Worker gives the original copy of the completed CP&P Form 21-16 to the parent(s), legal guardian(s), or caregiver(s), and puts the signed copy of the CP&P Form 21-16 in the CP&P case record.
- If the Casework Supervisor is not present at the time the CP&P Worker and Supervisor sign the form, the Casework Supervisor signs the CP&P copy (canary copy) of the CP&P Form 21-16 after the parents receive and sign the form.

DISTRIBUTION

Original/White	-	Parent(s)/Legal Guardian(s)/Caregiver(s)
Copy/Canary	-	CP&P Case Record